



CANNON BUILDING  
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**STATE OF DELAWARE**  
**BOARD OF HOME INSPECTORS**

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PUBLIC MEETING NOTICE:	<b>BOARD OF HOME INSPECTORS</b>
DATE AND TIME:	<b>Tuesday, June 9, 2015 at 9:00 a.m.</b>
PLACE:	<b>861 Silver Lake Boulevard, Dover, DE Cannon Building, Second-Floor Conference Room B</b>
APPROVED:	October 13, 2015

**MEMBERS PRESENT**

Donald E. Pyle, Sr., Professional Member, Chair  
Dennis Theoharis, Public Member, Vice Chair  
Tim Harriger, Professional Member  
Jay "Wes" Mast, Professional Member  
Joyce Edwards, Public Member

**MEMBERS ABSENT**

None

**DIVISION STAFF/DEPUTY ATTORNEY GENERAL PRESENT**

Jennifer Singh, Deputy Attorney General  
Amanda McAtee, Administrative Specialist II

**PUBLIC PRESENT**

None

**CALL TO ORDER**

Mr. Pyle called the meeting to order at 9:08 a.m.

**UNFINISHED BUSINESS**

**Final Denial**

None

**REVIEW AND APPROVAL OF MEETING MINUTES**

The Board reviewed the meeting minutes from the May 12, 2015 meeting. Mr. Harriger made a motion, seconded by Mr. Mast, to approve the minutes as written. The motion carried unanimously.

**UNFINISHED BUSINESS**

**Final Denials**

None

**Senate Bill 80 (Removal of Insurance Requirements for Licensure) Update**

Ms. McAtee stated that the bill had been tabled.

## **NEW BUSINESS**

### **Review of Applications**

#### **Kenneth Ball, Home Inspector**

The Board reviewed the licensure by examination application of Kenneth Ball. After review, Mr. Pyle made a motion, seconded by Mr. West, to grant licensure by examination to Kenneth Ball. The motion carried unanimously.

### **Ratification of Issued Licenses**

#### **Kevin O'Connor, Home Inspector Trainee**

#### **Josef Horst, Home Inspector Trainee**

#### **Mark Gammell, Temporary Home Inspection**

Mr. Theoharis made a motion, seconded by Mr. Mast, to ratify the issued licenses of Kevin O'Connor, Josef Horst, and Mark Gammell. The motion carried by majority with Mr. Harriger recused.

### **Discussion of Upcoming Renewal & Post Renewal Audit Procedures**

Ms. McAtee explained the process of renewal and post renewal audit. Ms. McAtee questioned the Board the percentage of licensees the Board wished to randomly audit. The Board agreed to audit 10% of all licensees and 100% of all late renewals. Ms. McAtee stated that licenses expired on August 31, 2015 and the audit would be conducted in September of 2015. The late renewal period was six months in length from date of license expiration.

Ms. McAtee stated that Ms. Singh would not be available to attend the July 14, 2015 meeting and questioned if the Board wished to cancel the July 14, 2015 meeting. Ms. McAtee stated that the agendas have been very light so a cancellation would be feasible. The Board agreed to cancel the July 14, 2015 meeting. The Board would next meet on September 8, 2015.

### **Correspondence**

None

### **OTHER BUSINESS BEFORE THE BOARD (for discussion only)**

None

### **PUBLIC COMMENT**

None

### **NEXT MEETING**

The next Board meeting will be at **9:00 a.m. on September 8, 2015 in Conference Room B** located on the second floor of the Cannon Building at 861 Silver Lake Boulevard, Dover, Delaware.

### **ADJOURNMENT**

There being no further business to discuss, Mr. Mast made a motion, seconded by Mr. Pyle, to adjourn the meeting at 9:31 a.m. The motion carried unanimously.

Respectfully Submitted,



Amanda McAtee  
Administrative Specialist II

*The notes of this meeting are not intended to be a verbatim record of the topics that were presented or discussed. They are for the use of the Board members and the public in supplementing their personal notes and recall for presentations.*